



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

May 8, 2023


DIVISION MEMORANDUM
No. 205s. 2023

**CHECKLIST FOR THE APPLICATION OF PRIVATE SCHOOLS
FOR SCHOOL YEAR 2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/ OIC of the Districts
Public Secondary and Integrated School Heads
All Others Concerned

1. Attached is Regional Memorandum No. 312 s. 2023 re: **CHECKLISTS FOR THE APPLICATION OF PRIVATE SCHOOLS FOR SCHOOL YEAR 2023-2024**. Enclosed are the following checklists for Private Schools regulations for the incoming school year:
 - a. Application for the New Permit;
 - b. Application for Renewal of Permit;
 - c. Application for Government Recognition;
 - d. Application for Increase in tuition and Other School Fees;
 - e. Application for No Increase in Tuition and Other School Fees;
 - f. Application for the Change of Name; and
 - g. Application for Permanent Closure.
2. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MA. LUNIE B. SAMPANI, CPA, MPA
OIC, Office of the Assistant Schools Division Superintendent
In-charge of the Division 





Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 312, s. 2023

**CHECKLISTS FOR THE APPLICATIONS OF PRIVATE SCHOOLS
FOR SCHOOL YEAR 2023-2024**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Consistent to DepEd Memo No. 19, s. 2023, Extensions to the Period of Consultations and Applications for the Changes in Tuition and Other School Fees, Renewal of Permits to Operate, and New Course Offerings of Private Educational Institutions in Light of the Adjusted Calendar for the School Year 2023 – 2024, this Office enhances the following Checklists for Private School regulations for the incoming school year:

- a. Applications for the New Permit;
- b. Applications for the Renewal of Permit;
- c. Application for the Government Recognition;
- d. Application for Increase in Tuition and Other School Fees;
- e. Application for No Increase in Tuition and Other School Fees;
- f. Application for the Change of Name; and
- g. Application for Permanent Closure.

2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

QAD-PS-Form 3

CHECKLIST FOR APPLICATION OF GOVERNMENT RECOGNITION

SDO: _____
 Name of School: _____
 Address of School: _____
 Course/s Offered: _____ School Year: _____
 Contact Person: _____ Contact No. _____
 Email Address: _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> • Duly signed by SDS or OIC SDS • Consistent with the intended course/grade level as stated in the Letter of Request of Request or Board Resolution 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> • Template is filled out. • Contains information corresponding to the actual inspection conducted. • Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs. 		
3.	Letter of Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> • Includes the intended course/grade level to be offered. • Duly signed by the school principal/director/president. 		
4.	Certificate of Registration <ul style="list-style-type: none"> • SEC Registered <ul style="list-style-type: none"> - Stock - Non-stock • Articles of incorporation and By-Laws (Original or Certified Xerox Copy) • In the name of the school 		
5.	School Site <ul style="list-style-type: none"> • Copy/ies of Transfer Certificate/s of title of the school site (if owned by school) <ul style="list-style-type: none"> - In the name of the school - Total area adequate <i>(Pre-Elem. (min.) – 500 sq.m.</i> <i>Elem./HS (min.) – 1,000 sq.m.)</i> • Copy/ies of Contract of Lease of School Site/Building (if not owned by school) <ul style="list-style-type: none"> - Indicate the number of contract years – at least 15 years of lease • Location of School in relation to environment <ul style="list-style-type: none"> - Far from recreation places - Free from noise/unpleasant odor and dust • Campus development and landscaping plans <ul style="list-style-type: none"> - Fully implemented 		



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17.	List of laboratory facilities and equipment classified by subject area		
18.	Child Protection Policy/ Anti-bullying Policy		
19.	Disaster Risk Reduction Management		
20.	Fees <ul style="list-style-type: none"> • School Bond P 1,000.00 (new) • Inspection Fee 1,000.00 + 20.00 (legal fee) • Preschool 500.00 + 15.00 (research fee) • Elementary 500.00 + 15.00 (research fee) • JHS 500.00 + 15.00 (research fee) 		

Assessed by:

<i>(Signature above printed name)</i> SDO Private School Focal Person _____ <i>Date</i>	<i>(Signature above printed name)</i> Chief, CID _____ <i>Date</i>	<i>(Signature above printed name)</i> Chief, SGOD _____ <i>Date</i>
Date of Ocular Inspection		
Recommended Action		

Validated by:

<i>(Signature above printed name)</i> QAD EPS _____ <i>Date</i>	<i>(Signature above printed name)</i> QAD EPS _____ <i>Date</i>	<i>(Signature above printed name)</i> QAD, Chief ES _____ <i>Date</i>
Date of Ocular Inspection		
Recommended Action		



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

QAD-PS-Form 4

CHECKLIST FOR APPLICATION FOR CHANGE OF NAME

SDO: _____
 Name of School: _____
 Address of School: _____
 Course /s Offered: _____ School Year: _____
 Contact Person: _____ Contact No. _____
 Email Address: _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> • Duly signed by SDS or OIC SDS • Consistent with the intended course/ grade level as stated in the Letter of Request of Request or Board Resolution 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> • Template is filled out. 		
3.	Letter of Advice/Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> • Includes the request or intention • Duly signed by the school principal/director/president. 		
4.	Copy of the latest certificate/ permit		
5.	Security and Exchange Commission (SEC) Certificate <ul style="list-style-type: none"> • Clear name of the school appears on the certificate 		

Evaluated by:

_____ <i>(Signature above printed name)</i> SDO Private School Focal Person _____ <i>Date</i>	_____ <i>(Signature above printed name)</i> Chief, CID _____ <i>Date</i>	_____ <i>(Signature above printed name)</i> Chief, SGOD _____ <i>Date</i>
Recommended Action		

Validated by:

_____ <i>(Signature above printed name)</i> QAD EPS _____ <i>Date</i>	_____ <i>(Signature above printed name)</i> QAD EPS _____ <i>Date</i>	_____ <i>(Signature above printed name)</i> QAD, Chief ES _____ <i>Date</i>
Recommended Action		



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

QAD-PS-Form 5

CHECKLIST FOR APPLICATION FOR PERMANENT CLOSURE

SDO: _____
 Name of School: _____
 Address of School: _____
 Course /s Offered: _____ School Year: _____
 Contact Person: _____ Contact No. _____
 Email Address: _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> • Duly signed by SDS or OIC SDS • Consistent with the intended course/ grade level as stated in the Letter of Request of Request 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> • Template is filled out. • Contains information corresponding to the actual inspection conducted. • Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs. 		
3.	Letter of Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> • Includes the intended course/grade level to be offered. • Duly signed by the school principal/ director/ president. 		
4.	Form 137 <ul style="list-style-type: none"> • Complete and intact, to be turned over to the SDO 		

Evaluated by:

_____ <i>(Signature above printed name)</i> SDO Private School Focal Person _____ Date	_____ <i>(Signature above printed name)</i> Chief, CID _____ Date	_____ <i>(Signature above printed name)</i> Chief, SGOD _____ Date
Recommended Action		

Validated by:

_____ <i>(Signature above printed name)</i> QAD EPS _____ Date	_____ <i>(Signature above printed name)</i> QAD EPS _____ Date	_____ <i>(Signature above printed name)</i> QAD, Chief ES _____ Date
Recommended Action		



Republic of the Philippines
Department of Education
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QAD-PS-Form 5.a.

CHECKLIST FOR APPLICATION FOR TEMPORARY CLOSURE

SDO: _____
 Name of School: _____
 Address of School: _____
 Course /s Offered: _____ School Year: _____
 Contact Person: _____ Contact No. _____
 Email Address: _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> • Duly signed by SDS or OIC SDS • Consistent with the intended course/ grade level as stated in the Letter of Request of Request 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> • Template is filled out. • Contains information corresponding to the actual inspection conducted. • Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs. 		
3.	Letter of Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> • Includes the intended course/grade level to be offered. • Duly signed by the school principal/director/president. 		

Evaluated by:

_____ <i>(Signature above printed name)</i> SDO Private School Focal Person _____ <i>Date</i>	_____ <i>(Signature above printed name)</i> Chief, CID _____ <i>Date</i>	_____ <i>(Signature above printed name)</i> Chief, SGOD _____ <i>Date</i>
Recommended Action		

Validated by:

_____ <i>(Signature above printed name)</i> QAD EPS _____ <i>Date</i>	_____ <i>(Signature above printed name)</i> QAD EPS _____ <i>Date</i>	_____ <i>(Signature above printed name)</i> QAD, Chief ES _____ <i>Date</i>
Recommended Action		



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

QAD-PS-Form 6

**CHECKLIST FOR APPLICATION FOR TUITION AND
OTHER SCHOOL FEES (TOSF) INCREASE**

SDO: _____
 Name of School: _____
 Address of School: _____
 Course /s Offered: _____ School Year: _____
 Contact Person: _____ Contact No. _____
 Email Address: _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> • Duly signed by SDS or OIC SDS • Consistent with the intended course/ grade level as stated in the Letter of Request of Request or Board Resolution 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> • Template is filled out. • Contains information corresponding to the actual inspection conducted. • Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs. 		
3.	Letter of Advice/Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> • Includes the intended amount/percentage to be increased • Duly signed by the school principal/director/president. 		
4.	CONSULTATION PROCESS <ul style="list-style-type: none"> • actual meetings or discussion on the advantages and disadvantages of the proposed increase in tuition fees • must be initiated by the Presidents/Heads of the School or their representatives • Notice – at least 15 days before the dates of consultation, notices must be sent to all parties involved and be posted on the bulletin board. • The Consultation Period must have been completed not later than 28 February of the SY preceding the SY that the intended increase shall take effect. • Copy of the Minutes of the Meeting. 		
5.	CERTIFICATE OF INTENDED COMPLIANCE (COIC) <ul style="list-style-type: none"> • Seventy percent (70%) of the proceeds to be derived from the TFI shall be used for the payment of increase in salaries, wages, allowances and other benefits of its teaching and on-teaching personnel and other staff except those who are principal stockholders of the school • A comparative schedule of tuition fees for the current school year and the proposed increases for the incoming SY with the difference(s) expressed in both peso and percentage terms duly notarized. 		



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

QAD-PS-Form 7

**CHECKLIST FOR APPLICATION FOR TUITION AND
OTHER SCHOOL FEES (TOSF) - INCREASE**

SDO: _____
 Name of School: _____
 Address of School: _____
 Course /s Offered: _____ School Year: _____
 Contact Person: _____ Contact No. _____
 Email Address: _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Endorsement from SDO		
2.	Letter of Intent/Advice (LOA)		
3.	Comparative schedule of tuition fees including miscellaneous for last year and current year		

Evaluated by:

_____ <i>(signature above printed name)</i> SDO Private School Focal Person _____ <i>Date</i>	_____ <i>(signature above printed name)</i> Chief, CID _____ <i>Date</i>	_____ <i>(signature above printed name)</i> Chief, SGOD _____ <i>Date</i>
Recommended Action		

Validated by:

_____ <i>(signature above printed name)</i> QAD EPS _____ <i>Date</i>	_____ <i>(signature above printed name)</i> QAD EPS _____ <i>Date</i>	_____ <i>(signature above printed name)</i> QAD, Chief ES _____ <i>Date</i>
Recommended Action		